

STATE OF HAWAII  
STATE COMPTROLLER  
AND  
STATE PROCUREMENT OFFICE

**SPO Price List No. 02-31 (All Islands)**

Includes Changes 1 – 12

Revised May 3, 2004

**STATEWIDE PUBLICATION OF PUBLIC AND PROCUREMENT NOTICES**

(IFB-02-064-SW)

**July 1, 2004 to June 30, 2005**

**NOTE:** Effective July 1, 2003, newspaper publication is not required for Chapter 103D, HRS, procurement notices. Refer to Procurement Circular No. 2003-04 available on the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on "Procurement Circulars" in the pop-up menu.

This price list is issued jointly by the **State Comptroller** and the **State Procurement Office**:

1. **PUBLIC NOTICES.** The State Comptroller, pursuant to §1-28.5 and chapter 103D, Hawaii Revised Statutes (HRS), has determined that a "government agency" shall publish its **public notices** in the newspapers listed herein.

All State and county government agencies pursuant to §1-28.5, HRS shall comply with this price list. As defined in §1-28.5, HRS, "government agency" means each department, board, commission, or officer of the State or any of its political subdivisions.

This price list replaces Comptroller's Memo No. 2002-10 including all previously issued memos for the publication of State and County government public notices.

2. **PROCUREMENT NOTICES.**

A. **Chapter 103D, HRS**, procurement notices may be placed in the newspapers at the option of the department or agency. Current pricing is applicable to Chapter 103D notices.

B. **Chapter 103F, HRS**, procurement notices shall continue to be placed in the newspaper under the terms of the price list.

Agencies of the following purchasing jurisdictions, statewide, are required to purchase Chapter 103F procurement notices from this price list:

- |                                    |                               |
|------------------------------------|-------------------------------|
| •Executive Branch agencies         | •County of Hawaii             |
| •Department of Education           | •Hawaii County Council        |
| •Office of Hawaiian Affairs        | •Hawaii Dept. of Water Supply |
| •Hawaii Health Systems Corporation |                               |
| •Judiciary                         | •County of Maui               |
| •Senate                            | •Maui County Council          |
| •House of Representatives          | •Maui Dept. of Water Supply   |

- City and County of Honolulu
- Honolulu City Council
- Honolulu Board of Water Supply

- County of Kauai
- Kauai County Council
- Kauai Dept. of Water

**POINTS OF CONTACT.** Direct questions on the services listed to the respective vendors.

1. **Public Notices.** Direct questions or concerns to Cara Sakata of the State Procurement Office at the telephone and fax numbers, and e-mail address below under Executive branch jurisdiction.
2. **Chapter 103F Procurement Notices.** Direct questions or concerns as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	<a href="mailto:cara.sakata@hawaii.gov">cara.sakata@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:Connie_chun@notes.k12.hi.us">Connie_chun@notes.k12.hi.us</a>
OHA	Ernest Kimoto	594-1954	594-1865	<a href="mailto:ErnieK@OHA.org">ErnieK@OHA.org</a>
HHSC	Al Neves	928-2024	928-8980	<a href="mailto:aneves@hhsc.org">aneves@hhsc.org</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>
Senate	Paul T. Kawaguchi	586-6720	586-6719	<a href="mailto:Senclk@capitol.hawaii.gov">Senclk@capitol.hawaii.gov</a>
	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
	Deborah Aki	586-6765	586-7229	<a href="mailto:wikander@capitol.hawaii.gov">wikander@capitol.hawaii.gov</a>
House	Patricia Mau Shimizu	586-6400	586-6401	<a href="mailto:adele@capitol.hawaii.gov">adele@capitol.hawaii.gov</a>
Honolulu City and County	Earl Goro	523-4795	527-6834	<a href="mailto:egoro@co.honolulu.hi.us">egoro@co.honolulu.hi.us</a>
Honolulu Council	Clayton Wong	523-4848	523-4220	<a href="mailto:cwong@co.honolulu.hi.us">cwong@co.honolulu.hi.us</a>
Honolulu Board of Water Supply	Calvin Okamoto	527-5253	527-6155	<a href="mailto:cokamoto@hbws.org">cokamoto@hbws.org</a>
	Craig Nahm	527-5253	527-6155	<a href="mailto:cnahm@hbws.org">cnahm@hbws.org</a>
Hawaii County & Council	Bill Gray	961-8231	961-8248	<a href="mailto:bill_gray@co.hawaii.hi.us">bill_gray@co.hawaii.hi.us</a>
Hawaii Depart. of Water Supply	Craig Shimabukuro	961-8020	961-8031	<a href="mailto:cshimabukuro@hawaiiidws.org">cshimabukuro@hawaiiidws.org</a>
Maui County	Greg King	270-7488	270-7138	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
	Bruce Milliken	270-7489	270-7138	<a href="mailto:bruce.milliken@co.maui.hi.us">bruce.milliken@co.maui.hi.us</a>
	Faye Okazaki	270-7492	270-7138	<a href="mailto:faye.okazaki@co.maui.hi.us">faye.okazaki@co.maui.hi.us</a>
Maui Council	Frances Hirano	270-7838	270-7686	<a href="mailto:frances.hirano@co.maui.hi.us">frances.hirano@co.maui.hi.us</a>
Kauai County	Florence Kakuda	241-6294	241-6297	<a href="mailto:fkakuda@kauaigov.com">fkakuda@kauaigov.com</a>

Jurisdiction	Name	Telephone	FAX	E-mail
	Elmer Muraoka	241-6295	241-6297	<a href="mailto:emuraoka@kawaii.gov">emuraoka@kawaii.gov</a>
Kauai Council	Peter Nakamura Aida Okasaki	241-6288	241-6349	council@aloha.net
Kauai Depart. of Water	Clarita M. Remigio	245-5423	245-5813	<a href="mailto:cremigio@kawaiwater.org">cremigio@kawaiwater.org</a>

**EXCEPTIONS TO THE PRICE LIST.** Price list exceptions shall be requested as follows:

1. **Public Notices.** Submit SPO Form-5A to the State Comptroller, c/o the State Procurement Office, FAX No. (808) 586-0570.
2. **Chapter 103F Procurement Notices.** Executive branch agencies, submit SPO Form-5, to the State Procurement Office, FAX No. (808) 586-0570. Agencies of other purchasing jurisdictions, follow procedures established by your Chief Procurement Officer.

SPO Forms 5A and 5 are available on the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click on "Forms" in the pop-up menu.

SPO Form-5 is not required for Chapter 103D notices since newspaper publication is optional.

**VENDORS:** Refer to the Attachments A-E.

	<u>Vendors</u>
Island of Oahu:	Honolulu Star-Bulletin
Island of Hawaii-Hilo:	Hawaii Tribune-Herald
Island of Hawaii-Kona:	West Hawaii Today
Islands of Maui, Molokai, Lanai:	The Maui News
Island of Kauai:	Kauai Publishing Company dba The Garden Island

**VENDOR CODES** for annotation on purchase orders are obtained from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**SPO PL NO. 02-31** must be typed on purchase orders issued against this price list.

**HOW TO MEET LEGAL REQUIREMENTS FOR COUNTYWIDE OR STATEWIDE PUBLICATION.** Countywide publication of notices, excluding Chapter 103D procurement notices only, shall be met by placing the notice in the local newspaper for that county or island. Statewide publication of public notices, excluding Chapter 103D procurement notices only, shall be met by placing the notice in all five (5) island/county newspapers.

**COST.** The unit price is the cost of a single column width per inch per insertion and is exclusive of the 4% Hawaii General Excise tax which agencies are advised to add to their purchase order

total. Refer to Attachments A-E for the unit price and the size of the column width for each newspaper.

For a multiple insertion notice, if an insertion is cancelled in time for the newspaper to withdraw the notice from publication, the Contractor shall only be compensated for the actual number of insertions published.

**TYPES OF NOTICES.** Public notices shall be in the form of either legal, classified, or display notices. Procurement notices shall be legal notices.

**PLACING OF ORDERS: On-Line Ordering.** The web site address to access on-line ordering is:

**governmentnotices.state.hi.us.** Click on "On-Line Order Form".

When ordering on-line for the *Hawaii Tribune-Herald*, please save the attachment notice as "TEXT", then submit.

When ordering from the *Hawaii Tribune-Herald*, *West Hawaii Today*, *The Maui News*, and *The Garden Island*, each notice must be sent separately, i.e., one notice per order, either by e-mail or by facsimile.

To use on-line ordering, agencies shall obtain a login and password using the following steps:

- At the State Procurement Office (SPO) homepage at <http://www.spo.hawaii.gov/>, click on the highlighted "SPO" at the bottom of the page to send an e-mail to request for login and password.
- On the "Subject" line, type in: **Public Notice on-line form login/password.**
- In the message area, provide the user information as follows:
  - First Name**
  - Last Name**
  - Department / Division / Office**
  - E-mail address (if different from sender of this e-mail)**
  - Telephone number**
  - Login\* (max. 10 alpha / numeric characters)**
  - Password\* (max. 20 alpha / numeric characters)**

\*Assign / create a login and password for the user.
- Send the e-mail.
- Notification of activation of login and password will be via e-mail.
- If your agency personnel currently has a login / password for other data entry (e.g. Act 141 – Professional Services of Procurement Notices System), the same login / password may be used. Please notify SPO via e-mail to activate for the Public Notice On-line form.

Agencies that require contractor's to publish notices in the newspaper (e.g. Notice of Road Closures, etc.) shall ensure that contractor's notices are placed in the State/County Government Notices section of the newspaper. The newspapers are not required to publish the contractors notices at the price list price. The Contractors may place notices directly with the newspapers on-line by using the following logon and password:

Logon: contractor  
Password: govnotice

**Other Methods of Ordering.** Orders may be placed by FAX or hand delivery, using the **attached** Public and Procurement Notices Transmittal/Order Form.

Notices submitted in electronic format shall be in Word saved as TXT. For *Hawaii Tribune-Herald*, submit in Word saved as "asciitext".

**Copy Body.** *Unless otherwise requested by the agency*, a standard copy body of 7.5 point type size and a heading and subject line of 8 point will be printed. To obtain the larger 8, 9 or 10 point type size, you must make a special request to the newspaper on the Order Form. Note that the cost of your notice for larger sized print will result in a higher cost as compared to the standard copy body.

### **Affidavit of Publication.**

**Public Notices and Chapter 103F Procurement Notices.** Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there may be a charge for any additional copy. Refer to the Attachments A-E for cost of additional copies, if any.

**Chapter 103D Procurement Notices.** Effective July 1, 2003, and when at the option of the department or agency, a Chapter 103D procurement notice is published under this price list, an affidavit of publication will not be issued by the newspaper and is not required.

However, the SPO Form-20, "Statement of Attestation for Internet Posting", available at <http://www2.hawaii.gov/bidapps/>; click on "Procurement Notices Log-in", will be required for Chapter 103D and Chapter 103F procurement notices. As explained in Procurement Circular No. 2003-04, available on the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on "Procurement Circular" in the pop-up menu for Chapter 103D, all Chapter 103D procurement notices must be posted on the Internet; therefore, proof of the posting in the form of SPO Form-20 is required.

**PROOFS.** When proofs are requested, the vendor shall first proofread and make necessary corrections before submitting to the agency. If required due to editing of the first proof by the agency, a second proof may be requested by the agency.

For larger notices, plan for sufficient lead-time to the newspapers if several proofs will be required.

**ERRORS** on the part of the vendor, such as error in the printed notice or a delay in scheduled publication, a corrected publication shall be printed in a timely manner satisfactory to the agency or a full credit shall be issued at the option of the agency.

### **WHERE TO FIND YOUR PUBLIC NOTICE:**

**Newspaper.** Vendor will publish public procurement notices in one area designated for "State/County Government Notices". The newspaper's index will include a listing of "State/County Notices".

**Internet Posting.** In addition to publication in the newspaper, the same notice will be posted on the internet accessible at [www.governmentnotices.state.hi.us](http://www.governmentnotices.state.hi.us). Public and procurement notices will be posted for one (1) week from the day the notice is published in the newspaper, or if the notice is published more than one time, for one (1) week from the last day of publication.

**PRICE LIST AVAILABLE ON SPO WEBPAGE .** The price list is available at the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

/s/ Russ K. Saito  
RUSS K. SAITO  
State Comptroller

/s/ Robert J. Governs  
ROBERT J. GOVERNS, CPPB  
Procurement Officer

Attachments: Attachments A-E (vendor information)  
Transmittal/Order Form

## **ISLAND OF OAHU**

Newspaper: ***Honolulu Star Bulletin***

Frequency of publication: Daily (Monday through Friday, afternoon paper; Saturday and Sunday, morning paper)

Unit price: **\$12.13 per single column inch per insertion** based on a single column width measuring 1-1/8"

Font type: Franklin Gothic

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order & Remittance to: Honolulu Star Bulletin  
500 Ala Moana Blvd., Seven Waterfront Plaza, Ste. 500  
Honolulu, HI 96813

Main Contact person: Ashley McKinley: ashley@starbulletin.com  
Alternate Contact person: Casey Asuncion

Telephone: Ashlely (808) 529-4827 Casey (808) 529-4344  
Fax: (808) 529-4826  
E-mail: [legals@starbulletin.com](mailto:legals@starbulletin.com)

Deadline for submittal of order:

Minimum number of working days: \*  
Due Days and Time for the Days of Publication:

**-Legal Notices:** \*2

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	TH	F	M	T	W	TH	TH
Time:	<b>4:30 PM</b> for all deadlines						

**-Classified Notices:** \*2

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	Sat.	M	T	W	TH	F	F
Time:	<b>12 Noon</b> for Sat. deadline <b>4:30 PM</b> for all other deadlines						

**-Display Notices:** \*3

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	TH	F	F	M	T	W	W
Time:	<b>12 Noon</b> for TH and F deadlines <b>6:00 PM</b> for all other deadlines						

## **ISLAND OF HAWAII--HILO**

Newspaper: ***Hawaii Tribune-Herald***

Frequency of publication: Daily (except Saturday), morning paper

Unit price: **\$14.15 per single column inch per insertion** based on a single column width measuring 1-1/4"

Font type: New Century Schoolbook

Affidavit charges: No charge for first or additional copies

Issue Purchase Order to: Hawaii Tribune-Herald  
P. O. Box 767, Hilo, HI 96721

Remittance address: same as above

Contact person: Makanani Kaaua or Avery Silva-Tabuniar

Telephone: (800) 548-1294

Fax: (808) 969-9100

E-mail: maka@hawaiitribune-herald.com

Deadline for submittal of order:

Minimum number of working days: **4**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sun.</u>
Due on:	T	W	TH	F	M	T
Time:	<b>12:00 Noon</b> for all deadlines					



## **ISLAND OF HAWAII--KONA**

Newspaper: **West Hawaii Today**

Frequency of publication: Daily (except Saturday), morning paper

Unit Price: **\$9.76 per single column inch per insertion** based on a single column width measuring 1-9/16"

Font type: New Century Schoolbook

Affidavit charges: No charge for first two affidavits; \$5.00 per additional

Issue Purchase Order to: West Hawaii Today  
P. O. Box 789, Kailua-Kona, HI 96745

Remittance address: same as above

Contact person: Lorelei Logan

Telephone: (808) 329-9311

Fax: (808) 329-3659

E-mail: llogan@westhawaiiitoday.com

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	T	W
Time:	<b>12:00 p.m.</b> for all deadlines						

## **ISLAND OF MAUI**

Newspaper: ***The Maui News***

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price: **\$11.18 per single column inch per insertion** based on a single column width measuring 1-3/16"

Font type: Header—Times Bold; Body—Times Roman

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: The Maui News  
P.O. Box 550 Wailuku, HI 96793

Remittance address: 100 Mahalani Street, Wailuku, HI 96793

Contact person: Lana Kusunoki

Telephone: (808) 242-6333

Fax: (808) 242-6389

E-mail: [prepress@mauinews.com](mailto:prepress@mauinews.com)

Deadline for submittal of order:

Minimum number of working days: **2**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	Th	F	M	T	W	W	Th
Time:	<b>3:00 PM</b> for all deadlines						

## **ISLAND OF KAUAI**

Newspaper: ***The Garden Island***

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price:  
Monday through Saturday: **\$9.90 per single column inch per insertion;**  
Sunday: **\$10.09 per single column inch per insertion** based on a single column measuring 1-1/2"

Font type: New Century Schoolbook regular

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: Kauai Publishing Company  
dba The Garden Island  
3137 Kuhio Highway, Lihue, HI 96766

Remittance address: same as above

Contact person: Howard Shinseki

Telephone: (808) 245-3681, ext. 235  
Fax: (808) 245-5286  
E-mail: giads@pulitzer.net

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices** – one proof:

<u>Day of Publication:</u>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>Sat.</b>	<b>Sun.</b>
Due on:	<b>W</b>	<b>TH</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>T</b>	<b>W</b>
Time:	<b>12 noon</b> for all deadlines						

STATE OF HAWAII  
PUBLIC AND PROCUREMENT NOTICES  
TRANSMITTAL / ORDER FORM

Date: \_\_\_\_\_

TO:

o Honolulu Star Bulletin	Fax No. 808 529-4826	PO# _____
o Hawaii Tribune-Herald	Fax No. 808 969-9100	PO# _____
o West Hawaii Today	Fax No. 808 329-3659	PO# _____
o The Maui News	Fax No. 808 242-6389	PO# _____
o The Garden Isle	Fax No. 808 245-5286	PO# _____

FROM: Ordering Dept./Agency/Other \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Contact Person (handling the notice): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

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## ORDER INFORMATION

1. Date(s) of publication: \_\_\_\_\_
2. Type of Notice:     μ Public Notice: \_\_\_\_\_     μ Procurement Notices
3. Method of submitting notice (Refer to price list page 4, PLACING OF ORDER):  

☐ FAX                      ☐ Hand delivery
4. Number of affidavit(s) of publication required: \_\_\_\_\_
5. Proofs are requested: ☐ Yes                                      ☐ No
6. Specify "other than standard copy body", if required (Refer to price list page 4, PLACING OF ORDER, Copy body.):  
\_\_\_\_\_
7. Billing address (if different from above): \_\_\_\_\_  
Contact person (handling the billing): \_\_\_\_\_  
Phone: \_\_\_\_\_                                      FAX: \_\_\_\_\_
8. Other Payment method:   ☐ Purchasing/Credit Card No. \_\_\_\_\_  
  ☐ On Account No. \_\_\_\_\_  
  ☐ Other: \_\_\_\_\_
9. Dept./agency reference no. (if required) \_\_\_\_\_